

## Proposal for Project

A project proposal is a document that presents a plan for a project to reviewers for evaluation. It is actually a road map showing clearly the location from where a journey begins; the method of getting there and the destination to be reached at.

The purpose of the project proposal is to:

- ↖ Present the issue to be researched and its importance.
- ↖ Give an idea to instructor about how you will proceed in project.
- ↖ Suggest the data necessary for solving the problem and how the data will be gathered, analyzed and interpreted.

A proposal is also known as a work plan, prospectus, and outline, statement of intent or draft plan. It tells us:

- ↖ What will be done?
- ↖ Why it will be done?
- ↖ How it will be done?
- ↖ Where it will be done?
- ↖ For whom it will be done?
- ↖ What is the benefit of doing it?

## Format of Proposal for Project

**Title page:** It should include:

- ↖ The topic
- ↖ Name & ID of the student
- ↖ Name of the University
- ↖ University Logo
- ↖ Date of Submission

### **Scanned copy of JCL (Job Confirmation Letter):**

Attach the scanned copy of your original JCL (Job Confirmation Letter) which is provided to you by your current organization/employer.

### **Note:**

You are also required to upload scanned copy of your original JCL on VULMS against relevant assignment.

Overseas students are required to carefully read the note which is especially mentioned for them in lesson 3 of this course on VULMS.

### **Table of Contents:**

List the important headings and sub-headings used in the project proposal with page numbers.

## Section I

---

### Chapter 1:

#### 1.1 Introduction of the Project: It should include:

- ↯ Introductory paragraphs for selected organizations from the same sector/industry
- ↯ Description about the project topic i.e. what this project is all about?
- ↯ Financial period under consideration for analysis (mention the most recent years of which financial statements you will use)

**1.2 Objectives:** The objective of a certain research summarizes what to be achieved by the study. Student should consider following points on stating research objectives:

- ↯ These should state the purpose of the project
- ↯ These must be based on logical facts and figures
- ↯ These must be achievable within a specified timeframe and parameters
- ↯ These objectives should be presented such that these should facilitate the reader to locate various important points in the research work
- ↯ The specified objectives should be clearly phrased in operational terms i.e. what you are going to do, where and for what purpose
- ↯ At the end of the study, objectives must be assessed to see if they have been met/achieved or not

**Note:** Sample objectives are also given in relevant topic's project format file uploaded on VULMS under tab of "Downloads".

**1.3 Significance:** It lays down the importance or potential benefits of the project. It specifies how your study will improve, modify or broaden presented facts in the field under exploration. Make a note that such improvements/ modifications may have significant implications also.

When you are taking into account the importance of your study, pose yourself the following questions:

- ↯ What will be the outcomes of this research study?
- ↯ Will the results of this research contribute to the solution or development of anything related to it?
- ↯ What will be improved or changed as a result of the proposed research?
- ↯ How will results of the study be implemented and what innovations will come out?

## Chapter No 2: Project Proceedings

It should include expected project sections, parts, main headings or outline of the final project. Detailed description of expected project sections and parts is not required. Students are advised to explore relevant topic's project format file (available in downloads link) for this chapter.

## Chapter No 3: Methodology

Explain methodology of your project and provide justification.

*Tip: Keep in view the methodology used on the topic by other researchers previously and provide reference according to APA format.*

**3.1 Data Collection Sources:** Describe all the sources to be used for data collection.

- ↖ Primary sources
- ↖ Secondary sources

**3.2 Data Processing & Analysis:** (Methods you will use to extract and process the information you will gather)

Which software package (MS Excel, SPSS, etc.) will be used for data entry and analysis?

## Section II

---

### a) Introduction of the student

- ↖ Last Degree Obtained
- ↖ Organization's Name Where Currently Employed
- ↖ Designation
- ↖ Experience (Years)

### b) Bibliography

Bibliography is a list of source materials on a particular subject. In a formal report, it includes books and other library materials which have been consulted in the preparation of the project. As a part of the reference matter, it follows the appendices.

#### **Note:**

*The APA formatting guidelines for the references citation are given in the lecture # 45 of the course "Research Methods (STA630)". You must review and watch video lecture # 45 of STA 630 for your better understanding. It is advised to explore downloads link of this project course where APA guidelines file is also available.*